THE MAGNET

ENCOMPASS Newsletter

Issue 6 May 4, 2007

Project Update

Next Phase of Implementation – Build Phase

The ENCOMPASS project is concluding the Design phase for the PeopleSoft application. This phase of the project is scheduled for completion in mid-May.

The next phase of the ENCOMPASS project is the Build phase. During the Build phase, several major activities occur. The ENCOMPASS team will begin coding for reports, interface, conversions, and enhancements (RICE). The application will also be configured, which means the structure of the application is set up to enable the application to process business requirements. Following the configuration process, data from the current system (i.e., vendor information, balances, etc.) is loaded into ENCOMPASS. This process is called conversion. The ENCOMPASS team will continue to work closely with agencies to collect data that will be converted into the ENCOMPASS system.

Once the data have been loaded, the ENCOMPASS team begins testing the functionality of the system. There are a series of tests that are conducted. The system test is performed to ensure the structure of the system is correct. This test is used to evaluate the system's compliance with the specified requirements.

In this issue:

Integration test brings together all of the different modules within the application to determine if they function together correctly. This type of test is important in making certain that the system works well as a whole.

Regression test and parallel test occur simultaneously. During regression testing all business processes for a particular business scenario are evaluated to confirm that the system is working properly. Parallel test takes a particular business scenario and tests it using the PeopleSoft and GEAC systems for a controlled set of events. This is also conducted in ENCOMPASS. The results for both are compared to one another to ensure they are the same.

The Enterprise Pilot (EP) also occurs during the Build phase. The EP is an extension of the Conference Room Pilot (CRP), and will allow the State to perform transactions, including workflow, approvals, interfaces, and reports on a limited basis. In the coming months, the team will provide opportunities for agency staff to see a demo of system changes.

The final ENCOMPASS system is scheduled for deployment in January 2008.

Data Reconciliation
Important Information for Your Agency

ENCOMPASS will become the official record for the State's budget, cash receipts, and disbursements. Since the conversion from GEAC to ENCOMPASS occurs six months into FY 2008, in order to have accurate records for the entire year financial data must be maintained in both GEAC and PeopleSoft until ENCOMPASS go-live.

What Does This Mean for Your Agency?

Starting July 1, 2007, agencies that are currently using PeopleSoft should, at a minimum:

1. Record all financial transactions in the General Ledger Module that are maintained in GEAC (payroll, ID Bills, SDO reimbursements, etc.);
2. Record all purchase orders in the ePro Module; and
3. Record assets exceeding $500 in the Asset Management Module.

At least monthly, PeopleSoft agencies should reconcile GEAC financial balances (assets, revenues, expenditures, cash flows, and fund changes) with the financial balances maintained in PeopleSoft. The goal is to have PeopleSoft balances match GEAC balances for all financial statements.

What Should You Do?

Sign-up and attend an ENCOMPASS reconciliation workshop; the schedule will be announced shortly. We will publicize the workshop via the ENCOMPASS distribution list and on the website. If you would like to be added to the distribution list, please send an email to ENCOMPASS@sba.in.gov.

In addition, make sure that your agency's PeopleSoft personnel are sufficiently trained in using PeopleSoft. For information on PeopleSoft training, please visit the GMIS website at the following address: https://financial.gmis.in.gov/SOI/General/UP_020.htm.

New Core Team Member
Jeni Sumawati

The ENCOMPASS team would like to welcome Jeni Sumawati, a new member of the Core Team. Jeni is currently an Assistant Finance Director. Together with the Finance Director and the Financial Analyst, her main responsibility is to put together the Comprehensive Annual Financial Report (CAFR) for the State of Indiana.

Jeni's roles on the core team are to help develop:

- Business processes and reporting functions of Capital Assets;
- Flowcharts to demonstrate workflow of various ENCOMPASS modules; and
- Internal Control for various ENCOMPASS modules by identifying different control activities.

Jeni believes that ENCOMPASS "is a new and improved 'world' for the State's financial systems. We will have a uniform way of doing the same thing which will result in a more efficient and effective way of doing business. In addition, it will enable the State to generate a more reliable and accurate financial information for both internal and external reporting purposes."

Project Workgroup
Update

In the fourth issue of The Magnet, we shared with you the creation of the Project Workgroup. The purpose of the group is to work through the issues and reach consensus regarding grant set-up, commitment control, accounting and reporting.

The group planned to provided more detailed information about the state wide approach to grants at the conclusion of the team's efforts in early April. The group has worked hard on their assignment and, after much discussion and debate, has almost made all necessary decisions. When they are done, around mid-May, the approach will be documented and shared with you. The Project Workgroup will continue to identify the ENCOMPASS reports that will be needed to support grant management, draw downs and Federal reporting requirements. A portion of the group will also work toward a standard approach to construction projects.

Related to this, in the February 28 Town Hall meeting, we communicated a schedule of Chart of Accounts Mapping and Set-Up activities that included agency involvement. The kick-off briefing and training was scheduled to occur April 21 through May 12, and was to address current data for those agencies that use the Project module today.

The timing of the Project Workgroup activities has impacted that schedule. A revised chartfield mapping and set-up schedule will be communicated shortly, and the goal remains to do a test conversion in July, using the mapping data provided by agencies.

Reports Workgroup
Highlights

The ENCOMPASS project team has chartered a Reports Workgroup comprised of core team agencies and state agencies that have a significant understanding of both state and federal reporting requirements.

The purpose of the Reports Workgroup is to review current reporting requirements, discuss the reporting needs of agencies, as well as ensure that the ENCOMPASS system will adequately accommodate those needs and requirements. Agencies represented on the Reports Workgroup are AoS, SBA, SBOA, and GMIS.

This workgroup will work together through the summer to:

1. Review and discuss existing reports and their relevancy to the future state of ENCOMPASS
2. Make modifications to existing reports for overall improvements and efficiency
3. Identify obsolete reports and eliminate them from the system
4. Determine the gaps between reporting requirements and non-existent reports and create new reports to fill those gaps
5. Determine Alchemy reports that can be replaced by current PeopleSoft generated reports that provide the same information

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Reports Workgroup

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To accomplish these tasks, the Reports Workgroup has created several subgroups that are comprised of both Reports Workgroup members and additional State of Indiana employees that have an extensive knowledge and background in a designated area. Reports Workgroup subgroups include:

- Asset Management/Capital Assets
- Chart of Accounts
- General Ledger
- Accounts Payable
- Auditor of State IT Reports
- Projects Module

Representatives from the above agencies are working closely with the ENCOMPASS team in these subgroups.

PeopleSoft 8.9 Upgrade

Announcements

The upgrade to version 8.9 took place April 11 – April 15. The upgrade required a long list of preparation activities including copying approximately 2,500 private queries that had been changed or created since October 2006, copying all user profiles and passwords, and validating and testing the system (which required agency participation).

GMIS would like to thank all of the testers from various agencies who spent many hours away from their regular duties over the last month. GMIS has helped identify and resolve more than 250 issues. Your participation in the upgrade process is greatly appreciated, and GMIS looks forward to working with you again on testing for the ENCOMPASS project.

Since making 8.9 available to users, GMIS has discovered several issues that are continuing to be worked on. Issues include:

PeopleSoft 8.9 AP Batch Processing Errors

Several agencies (i.e. FSSA, DNR, IDEM, etc) are experiencing difficulties with processing payments during the batch budget checking process since the 8.9 PeopleSoft upgrade. If you are experiencing issues with budget checking, and have received a “Warning” or “No Success” error please note the following:

> ***Warnings*** often indicate that the system attempted to process documents that are locked by another request, or that no documents were selected to process for a request.
>
> ***No Success*** indicates the budget checking process failed. If a budget check goes to "No Success" you must either restart or cancel that process on the process details page. If you don't, your other budget checks will also go to “No Success” because it is waiting on the earlier check to complete. Unresolved “No Success” budget checks also cause performance problems because the process is holding resources. Some budget definitions are causing errors on budget checking also. GMIS is continuing to work through this to resolve the definition problems.

If you are continuing to have difficulty with budget checking processes, it is recommended that you attend one or more of the AP workshops.

Other announcements regarding the 8.9 upgrade are on the next page:

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PeopleSoft 8.9 Upgrade

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Payables

Vouchers must be flagged as tax exempt. You may use the check box near the bottom of the Invoice Information page to flag all lines of the voucher as exempt from sales/use tax.

To complete voucher processes, please use the combined process to run matching, document tolerance, and budget checking. If you run budget checking first, it will not do anything until the document tolerance has been checked and gone to a valid state.

eProcurement

GMIS is aware that there are issues with specialized workflow for department and center approvals being incorrect for one or two agencies and is working to resolve this issue.

Workflow emails included an incorrect web address for the approval page, and out of state approvals are not generating the correct email notices to the approver. GMIS has made changes to try to correct these issues.

Travel & Expense

The approval workflow for Travel & Expenses is being rebuilt.

Receivables

GMIS is making corrections on Installment payments to allow entry of varying due dates. They are also aware that public query soiap007 for Refund vouchers must be updated for record.field changes.

Public Access

The Bidder/Business registration pages and process are being rebuilt.

System

The REN server is not available to display reports in a new window. Please use the Process Monitor displays instead. Also, one external web server is not using the correctly signed certificate, which is being rectified.

If you are interested in receiving 8.9 upgrade announcements and updates, simply send an e-mail to: “Majordomo@lists.state.in.us “and include the name of the list in the body of the email.

There are three related lists: GMIS-HRMSPC for HRMS users, GMIS-FinPC for Financials users, and GMIS-TechPC for technical support of the PeopleSoft users. You may subscribe to all three of these lists if you wish. Please note that you can subscribe to more than one list in the same e-mail message by including additional lines. For example:

- Subscribe GMIS-FinPC
- Subscribe GMIS-TechPC
- Subscribe GMIS-HRMSPC

GMIS Walkthroughs

GMIS completed 9 “walkthrough” presentations since December 2007. These sessions are now closed. There were a total of over 280 people representing 52 state agencies to attend these presentations.

If you have additional questions regarding the upgraded changes for the 8.9 version of PeopleSoft, please go to http://financial.gmis.in.gov/SOI/FIN_V89_DOC/UP_010.htm for additional information.

Focus on Internal Controls

Part 5 – Information and Communication

For a department to run and control its operations, it must have relevant, valid, reliable, and timely communications relating to internal and external events. Managers must be able to obtain reliable information to determine their risks and communicate policies and other information to those who need it.

Information:

Managers need operational and financial data to determine whether they are meeting their department's strategic and annual performance plans and if they are meeting their goals of accountability for effective and efficient use of resources. Operating information is also needed to determine whether the department is achieving its compliance requirements under various statutes and regulations.

Financial information has both external and internal uses. It is required to develop financial statements for periodic external reporting, and, on a day-to-day basis, to make operating decisions, monitor performance, and allocate resources. Pertinent information should be identified, captured, and distributed in a form and time frame that permits people to perform their duties efficiently. Moreover, effective management of information technology is critical to achieving useful, reliable, and accurate recording and communication of information.

Communication:

Effective communications should occur in a broad sense with information flowing down, across, and up the department. In addition to internal communications, management should ensure there are adequate means of communicating with, and obtaining information from, external stakeholders (e.g. recipients, vendors, other organizations and departments) that may have a significant impact on the department achieving its goals.

Management should establish communication channels that:

- Provide timely information
- Inform employees of their duties and responsibilities.
- Enable the reporting of sensitive matters including fraudulent or unethical behaviors.
- Enable employees to provide suggestions for improvement.
- Provide the information necessary for all employees to carry out their responsibilities effectively.
- Convey top management's message that internal control responsibilities are important and should be taken seriously; and
- Convey and enable communication with external parties.

Communication is not an isolated internal control component. It affects every aspect of a department's operations and helps support its system of internal control. The feedback from this communication network can help management evaluate how well the various components of the system of internal control are working. Examples of effective communication for internal controls include management communicating requirements to the operational staff; and operational staff communicating with the information systems staff to modify application software to extract data requested.

Maximizing Your ENCOMPASS Implementation

Part III

Parts I & II of this series introduced the continuum to measure readiness for ENCOMPASS, to help you and your staff gauge progress from Awareness to Ownership of the new system. We covered the first four stages of the six stages, including the stage of Acceptance. This article presents you with some tools and strategies for enabling your team to advance along the continuum into Adoption and Ownership.

ENCOMPASS Six-Stage Continuum Tracking Chart

Adoption and Ownership are the levels where you reach “buy-in” to the system. You are a supporter and an advocate for ENCOMPASS.

We identified Adoption as “actively participating, acquiring skills for change.” By Adoption, you have reached the point where you are taking it upon yourself to make the system work - you are not waiting for someone else to act. A simple example: rather than wait for your leadership to tell you what how the Accounts Payable process will change, you monitor the website for learning opportunities, or contact a member of the ENCOMPASS team with the inquiry.

The Ownership stage is defined as “making the change your own, and changes become institutionalized.” At what point does ENCOMPASS become your system, and you identify with it as a vital part of your work?

A good example of this might be one that we can all identify with: when your office has common problems with how a task gets completed – perhaps the number of approvals required to get something authorized, not necessarily a problem within an information system. You might talk about these problems with co-workers, air your frustration, note “wouldn’t it be better if…?” and go on with your daily responsibilities.

As an Owner, you take these opportunities to the next step by identifying the issue in an objective manner, coming up with alternative solutions, and pursuing change through the proper channels. The right channel might be your leadership; for an ENCOMPASS issue you bring it to the user group; or it might be a technical question or suggestion that you submit to GMIS.

In all these examples, your actions will benefit more than just your own department, or even your own agency. You have taken it upon yourself to seek out improvements to the system. You *own* the system.

Finally, one key question is whether a manager could be somewhere in the early stages while staff members are further along at Adoption or Ownership. It is possible, but it is difficult. How could a manager lead their staff through ENCOMPASS implementation successfully if he or she is not fully committed to it, does not have full knowledge of ENCOMPASS, and does not facilitate staff moving toward the ownership stage?

In summary, the six stage continuum is a tool to move your organization to full ownership of the ENCOMPASS system. ENCOMPASS is a combination of technical and process changes for the State, but the engagement and commitment of the financial management staff is essential to its success. ENCOMPASS will only reach its full potential with your help!

Training

Overview

ENCOMPASS users will receive training prior to ENCOMPASS "go-live". The training incorporates the "just-in-time" training approach to facilitate comprehension and retention of the materials. Training will be hands-on and instructor-led.

Classroom instruction includes presentations, hands-on exercises and a desktop reference training manual. Class size will be limited to allow the instructors to better support each student. The ENCOMPASS training database includes structured scenarios which leverage the actual business processes and use real examples so users can get hands-on experience with ENCOMPASS.

The User Productivity Kit (UPK) is a repository of training material that includes e-learning tutorials. These tutorials are available to all personnel for refresher training and to support new employees. To access the UPK, go to the GMIS Documentation website (https://financial.gmis.in.gov/SOI/soi_fs_info.html). If there are UPK materials available, an "e-tutorial" link will be on the right side of the module and function.

Frequently Asked Questions

Visit Our Website For a Complete List

Questions:	Answers:
Will agencies have to reconcile to the Auditor's office to the minor object code in the future?	Beginning in July, agencies should reconcile to the Auditor's office to the minor object code. It is very important from a conversion standpoint that this is done.
My agency wants to reconcile, however it is difficult. The manual reconciliation is ok, but the automated system is responding with strange items and errors. How can I resolve this?	Please continue to report your technical issues to GMIS. Specifically, this issue has been noted and members of the ENCOMPASS Project Team are working with GMIS to resolve the issue.
I enter daily transactions for deposits into Revenue Accounts. How will deposits into Revenue Accounts be reconciled to AoS?	Revenue objects are included in the automated reconciliation tool and should be balanced just like the Expense objects. If daily transactions are entered into PeopleSoft and delivered to AOS the same day, the objects should be in balance.

Need Information? Have Questions?

The ENCOMPASS website no longer requires a login and password. Please visit it at anytime to get announcements and updated information. If a login screen does appear, enter your network ID and password.
ENCOMPASS Website Address: **http://myshare.in.gov/sba/encompass**

Please email us at:
encompass@sba.in.gov

If you have technical issues submit them to GMIS at
http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp